

## SNETTISHAM PARISH COUNCIL

Minutes of the meeting of Snettisham Parish Council held on Wednesday, 1<sup>st</sup> July 2020, conducted by Zoom teleconferencing

“Present”:

Cllr A Todd (AT) – Presiding

Cllr S Allsop (SA), Cllr R Garwood (RG), Cllr A Gascoigne (AG) (p/t<sup>1</sup>), Cllr J Kerr (JK) (p/t), Cllr R Kerr (RK), Cllr R Pugh (RP), Cllr L Standeven (LS) (p/t), Cllr J Todd (JT)

No members of the public or Ward/Division Cllrs were present

Minutes taken by Simon Bower (Clerk to the Council)

Meeting started at 2pm

**2020.07.01.01** – There were no **declarations** of interest

**2020.07.01.02** – **Apologies** were received from Cllrs Baxter, Bocking & Deverick, and BCKLWN Cllr Devereux. It was noted that both Cllrs J Kerr and J Todd may have to leave the meeting to attend to other matters.

**2020.07.01.03** – There were no **public questions** raised. The Clerk noted that he had had two written questions – one he had answered to the content of the sender (relating to signage) and the second was forwarded to the Memorial Hall as it related to their internal affairs.

**2020.07.01.04** – As **Chairman**, AT noted that, at the start of the COVID lockdown, Council had not been resilient in its ability to operate remotely. The Clerk had worked to rectify this, and, with revised standing orders etc. and IT changes, Council was now able to function in all areas. A further priority was to ensure that all Councillors were able to access information/meetings etc. by IT. An Emergency Plan was in preparation. Rumours of the closure of Snettisham Surgery had been checked and shown to be false.

**2020.07.01.05** – The **minutes** of the virtual meeting held on 28th May, 2020, having previously been circulated were accepted as a true record<sup>2</sup>.

*Prop: RK; 2<sup>nd</sup> JT; unanimous*

**2020.07.01.06** – Nothing not already covered in the agenda was raised from the above **minutes**.

[AG and LS joined the meeting]

**2020.07.01.07** – There were no **reports** from Borough or County Cllrs.

**2020.07.01.08.a** – **Budget monitoring** and Summary figures were presented. There were no questions.

**2020.07.01.08.b** – The Clerk noted that the CGM cheque had been reduced as per the Amenities recommendations, and the one to Glasdon was also dependent on that being approved later. He also noted that there was no need to declare an interest for expenses cheques. *Council agreed all **expenditure** as listed<sup>3</sup> with no objections.*

<sup>1</sup> One or two Cllrs did not connect until the meeting had started, or had to leave temporarily – at all times the meetings was quorate.

<sup>2</sup> To be signed as such at a later, safer, date.

<sup>3</sup> See below

Signed:

(Chair)

Date:

**2020.07.01.08.c.i** – The Clerk explained the Internal Auditor section of the **Audit** paperwork, of which copies had been circulated. He noted that he had taken a photograph of the Auditor to prove he had been in the Office<sup>4</sup>.

**2020.07.01.09.c.ii** – The Clerk went through each of the **Governance** statements on the Annual Audit form. [JK left the meeting] *Council agreed that this should be signed as accurate.*

*Prop: SA; 2<sup>nd</sup>: RK; unanimous (except JK)*

**2020.07.01.08.c.iii** – The Clerk explained the need to restate the fixed asset figure due to changes approved at a previous meeting. *Council agreed unanimously (excepting JK) the figures for the Annual Audit form.*

**2020.07.01.08.d** – The Clerk noted that no money had been paid from the £3,000 allocated to the VE Day events due to the cancellation. AT went through possible arrangements for **VJ Day**, noting that there would be a meeting on 8/7/20 relating to these events, and confirmed that the memorial stone would be in place by 15/8/20. RP requested that volunteers who had helped with the Covid support network should be given a voucher for one food item. *Council agreed by consensus to fund this voucher for volunteers, the band, and allocated a total of £500 for the event – this to include other expenses.* [JK had returned by this point]

**2020.07.01.08.e.i & ii** – The Clerk noted that there had been no need for the **Annual Parish Council Meeting**. Any activities required at that meeting had not therefore taken place. There were no proposals to add such items to a future agenda.

**RP** noted that she had intended to resign after that Annual meeting, and informed Councillors that she would now carry that through<sup>5</sup>. AT noted that there would be thanks later, and the Clerk asked for his personal thanks to her to be recorded.

**2020.07.01.09.a.i** – SA noted that two **Planning** Applications had been responded to under the protocol: no objections to 20/00714 (Extension, 2 Willowmead) and 20/00741 (Enclosure, 96 Station Rd). Further no response had been made to an Appeal (19/01212, Coaly Lane)

**2020.07.01.09.a.ii** – *Council agreed (1 abst) that an email circulated by SA should be Council's response, objecting to PA 20/00787 & 20/00830 (Conversion of former Village shop to residential). The Clerk to stress, in addition, the importance of hatched area to child pedestrian safety.*

**2020.07.01.09.a.iv** – *Council agreed unanimously that it should register its concern regarding the **sifting** process used by BCKLWN Planning Department. The response to include:*

- *Previous email correspondence from the Clerk*
- *Email from SA to cllrs*
- *Clerk, in addition, to stress that the political response to Planning Apps is important, yet ignored by officers, and the sifting panel should have to notify councils when they are considering applications in their parish, to allow representations to be made.*

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<sup>4</sup> In the recent past a Councillor had attended part of the Internal Audit.

<sup>5</sup> Clerk noted that this would not be valid until a written confirmation was received, hence RP could continue for the remainder of the meeting.

**2020.07.01.09.a.iii** – Council agreed by consensus not to object to a late application (20/00873, 11 Shepherd's Port, extension)

**2020.07.01.09.b.i** – Council noted the recommendations of the recent **Amenities** meeting. Comments and questions on item, 1-6 were sought. *These were voted on en bloc, all being approved:*

1. *The Common Management Plan prepared by NWT/SPC was adopted*
2. *Ian Gosling was appointed as Lead of the Common Working Group and Co-ordinator of volunteers.*
3. *Tim's Trees was appointed as Council's official Tree Consultant*
4. *Work was authorised on the trees in Lodge walk (subject to TPO consent), to the value of £3,270<sup>6</sup>.*
5. *A new barrow, cost £770+VAT to be purchased for the Village Cleaner.*
6. *CGM cheque to be reduced by £25 as referred to in 8.b above.*

*Prop: JK; 2<sup>nd</sup>: RP; unanimous*

**2020.07.01.09.b.i.7** – Two applications had been received for the **grounds maintenance** contract. *Council considered both carefully, and opted to appoint<sup>7</sup> Pishorn Gardening and Maintenance from August 1<sup>st</sup>. It was agreed also that ABC should be retained as an ad hoc "odd-job" contractor.*

*Prop: RK; 2<sup>nd</sup>: RP; unanimous*

**2020.07.01.09.c** – The Clerk had presented proposed amendments to Standing Orders and Financial Regulations to assist at times of **emergency**. Some of these were to replace amendments approved on 28/5/20 due to the requirements of the Council's bankers.

**2020.07.01.09.c.i** – *Amendments to **Standing Orders** were agreed<sup>8</sup>.*

**2020.07.01.09.c.ii** – *Amendments to **Financial Regulations** were agreed<sup>9</sup>.*

*Both Prop: AT; unanimous*

[JK left the meeting]

**2020.07.01.09.d** – AT noted that a revised Job Description for the **Admin Assistant** had been approved by the Personnel Group. He outlined a draft schedule for this appointment, to which the Personnel Group members present confirmed they were happy. The intention was to have a candidate in place for appointment at the August meeting.

**2020.07.01.09.e** – AT noted that there had been work by JT under the Council Plan on setting up a **Youth Club**. This was currently aimed at producing two groups (8-11 and 12-16). The YMCA and Benjamin Foundation were also involved, and it was hoped that inevitable recent delays, and funding issues, were now over. Funding options were now being looked at.

**2020.07.01.10** – The Clerk noted he had attended a virtual **Networking** event. Topics for discussion centred around when physical meetings could resume (all recommendations currently against) and **Play Area** re-opening. On this he noted that AT and he had done a risk assessment on the two SPC Play Areas, and these would re-open on 4<sup>th</sup> July, subject to some work (already commissioned) being completed, and the completion of signage.

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<sup>6</sup> Clerk noted the Financial Regulation requiring alternate quotes. The appointment of the contractor as consultant and the approval of Council to suspend the quote limits given current circumstances to be noted.

<sup>7</sup> Trial period to end of year, and contractor to contact Office at least fortnightly

<sup>8</sup> See at end

<sup>9</sup> See at end

Signed:

(Chair)

Date:

There being no correspondence to consider, no AOB or agenda requests, and no public questions, Council moved on to item 14.

**2020.07.01.14** – It was agreed that the next **Full Council** meeting would take place on Wednesday 5<sup>th</sup> August, 2020. The time and method of this meeting to be confirmed – either 2pm using Zoom, or 7pm at the Memorial Hall.

**2020.07.01.15** – Dates for the remaining **meetings** of the 2020/21 Council Year were agreed, in order to provide a structure. The dates, times and method would still need confirmation, as the Regulations allowing virtual meetings apply until May 2021.

Meeting ended at c.3.20pm

*Abbreviations:*

*BCKLWN – Borough Council; HMG – Her Majesty's Government; MHT – Memorial Hall Trustees; NCC – County Council; (S)PC – (Snettisham) Parish Council; WECMS – Wash East Coast Management Strategy*

**SNETTISHAM PARISH COUNCIL INCOME AND EXPENDITURE - FOR JULY 1ST PAYMENT**

**EXPENDITURE**

Date	To	For	Amount	of which VAT	budget
1/7/20	Eon	Utilities	£109.00	£5.19	Admin
1/7/20	CGM	Grounds	£412.50	£68.75	amenities1
1/7/20	Heronwood	Grass Cutting	£234.00	£0.00	amenities1
1/7/20	Westcotec	Stree Lights	£55.50	£9.25	street lights
1/7/20	Ashill	Fire Inspection	£57.60	£9.60	admin
1/7/20	ESPO	COVID	£11.88	£1.98	contingency
1/7/20	YLP	Advert	£234.00	£39.00	personnel
1/7/20	RoSPA	PA Inspections	£240.60	£40.10	admin
1/7/20	Mike Ruston	Audits	£245.00	£0.00	admin/reserv
1/7/20	Janet Todd	COVID	£106.20	£0.00	contingency
1/7/20	Simon Bower	COVID/Office	£126.62	£0.00	admin/cont
1/7/20	Salaries	Salaries	£3,285.08	£0.00	personnel
1/7/20	Glasdon		£923.35	£153.90	contingency
?	Apogee	Printer	£144.00	£24.00	admin
8/7/20	GoCardless	Computer	£91.86	£15.31	admin
8/7/20	GoCardless	OneDrive	£3.25	£0.54	admin
16/7/20	Eon - approx	Street Lights	£137.61	£6.55	street lights
?	BCKLWN	Bins	£127.47	£0.00	admin

**ADOPTED ADDITIONS TO STANDING ORDERS – PERMANENT BASIS**

In the event of Council not being able to meet due to restrictions on movement or other emergency, a mechanism needs to be in place to allow for Council to function. In this event, the following shall apply:

Signed:

(Chair)

Date:

- *Any Policy amendments below to be temporary with a stated end date, or for three months, whichever is the greater, unless:*
  - *made redundant by changes to Local Council rules by Government, e.g. the approved use of teleconferencing;*
  - *extended/amended by a further legally convened meeting of Full Council;*
  - *extended/amended by a teleconferenced meeting of Councillors subject to the same procedures as a legal meeting of Council, if a physical meeting is impossible; or*
  - *a declaration that the current emergency is over is made by the Government*
- *They shall, for that time period, override the relevant Policies which Council has in place*
  
- *Delegation of powers to the Clerk:*
  - *This to include increased powers of spending authority to £1,000 for those matters already within his delegated powers in Financial Regulations.*
  - *To allow the Clerk spending of up to £500 to support properly constituted local groups in their support of the local community during the emergency.*
  - *Beyond this, the Clerk to be permitted to make arrangements relating to the continuing functions of Council, as he sees fit, subject to*
    - *These being emailed to all Councillors, or explained by phone if necessary*
    - *Written approval (by email) of any two of Chair, Vice-Chair and Lead Cllr of Finance,*
    - *There being no written objections by more than four Councillors*
- *Any actions undertaken by the Clerk under these extended powers shall be reported weekly to Councillors and on the website.*
- *Financial summaries shall be prepared as for monthly meetings, and payments dealt with under current rules, or, if necessary, these extensions. Safe arrangements for payments should be made.*
- *Planning responses – all planning responses shall be dealt with under the Planning Protocol arrangements for consideration outside of formal meetings*

These arrangements shall come into force if declared active by the Clerk, and with the written support of a majority of serving Councillors. It is recognised that any such arrangement runs the risk of being in technical breach of Local Council rules. However, following the 2020 virus outbreak, it is advisable to have in place a procedure which ensures continuity and the maximum public awareness and democratic accountability.

### **ADOPTED ADDITIONS TO FINANCIAL REGULATIONS – PERMANENT BASIS**

Addendum to regulations June 2020, replacing amendments of 28/5/20:

Internet banking will be allowed, including the setting up of standing orders for regular payments. As Council's bank requires the person setting up payments to be a signatory, the Clerk/RFO will act as a signatory for this method of payment only. One member shall validate the payments once set up, subject to approval of the payment by Council. They should confirm that the payments are as approved by Council. Once they have authorised the payments, they shall notify the Clerk and other signatories of this by email.

Payments to staff. Standing orders for payment of salaries may be used to a maximum of 90% of the average to ensure staff are not disadvantaged by problems arising from banking/signatory issues. The remainder shall be paid by other means.

Note – the Clerk/RFO shall not sign cheques as a signatory unless specifically mandated to by Council, suitably minuted. A breach of this shall render the employee liable to disciplinary action.

Signed:

(Chair)

Date: